Ref #	Core/A gcy	USE CASE NAME Requirement - "The System MUST…"	Conceptual Design Link	Benefit	Penalty	Total
1		**CREATE/MODIFY/DELETE BUDGET VERSION(S)**				
1.1		allow user to create multiple budget scenarios in an appropriation period	2.1, 2.3	3	3	9
1.2		allow user to create different version types (regular, supplemental 1, supplemental 2)	2.1	3	3	9
1.3		allow user to create different version descriptors (request, enacted)	2.1	3	3	9
1.4		allow user with "operation" status to delete version	2.1	3	2	6
1.5		allow only users with "operation" status to update version information	2.1, 2.3	3	2	6
1.6		do not allow user to delete a version that has been released	2.1, 4.1	3	3	9
1.7		version management process that tracks and displays key information about the version the user is using	2.1	3	2	6
1.8		allow user to enter version comments	2.1, 2.3	2	1	2
1.9		provide a listing of available versions with basic information to user	2.1	3	2	6
1.10		agency version codes/titles do not correlate to OFM versions	2.1	1	2	2
1.11		system will archive deleted version to allow restore	2.1	2	2	4
1.12		allow OFM to share versions with other budgeting systems	X	3	3	9
1.13		allow user to mark final (enacted) version	2.1	3	2	6
1.14		OFM and agency versions are not available to each other, only released data (duplicate)`	2.1, 4.1	3	2	6
2		**DEVELOP BUDGET SCENARIO**				0
2.1		allow user to start regular budget versions with prior biennium's projects and starting from any year, e.g. 2005-07 projects copied for 2007-09 starting with year 2	2.3	3	3	9
2.2		allow user to add new projects to version	2.3, 3.2, 3.3	3	3	9
2.3		allow user to copy one, many, or all projects from prior biennium	2.3, 3.2, 3.3	3	3	9
2.4		allow user to sort on needed fields, (i.e. fund, agency, priority, type)	3.2	3	3	9
2.5		only allow reappropriations for projects that exist in the current enacted budget	2.3	3	2	6
2.6		only allow reappropriation amounts less than original appropriation-actuals-allotments	2.3	3	2	6
2.7		allow user to add prior bienium years 1 & 2 as reappropriation amounts	2.3	2	1	2
2.8		allow user to copy one, many, or all projects from one scenario (version) to another	2.3, 3.2, 3.3	3	3	9
2.9		allow user to insert last enacted budget as starting point for supplemental budgets	2.1	3	2	6
2.10		allow additional sorting within sort orders (sort by project type then id; sort by project id then subproject prioirity)	3.2	3	2	6
2.11		allow user to select multiple projects from one biennium to roll to next biennium	2.3, 3.2	3	3	9
2.12		allow user to view all versions with data	X	3	2	6
2.13		allow the system to update supplemental current biennium line when last enacted version is modified	2.1, 3.2	3	2	6
2.14		allow system to know what the last enacted version is (same as 1.13)		3	2	6
3		**COLLECT/UPDATE PROJECT FOR AGENCY REQUEST**				0
3.1		allow non-budget users to provide project needs and information to budget without re-keying data	1	3	2	6
3.2		allow non-budget users to update project data as more information becomes available	1	3	2	6
3.3		allow user to identify type of project, (e.g., preservation, program, grant)	1, 3.2, 3.3	3	3	9

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3.4		allow user to provide detail project data of sub-projects	1, 3.2, 3.3	3	3	9
3.5		allow user to identify if this is a maintenance backlog item	1, 3.3	3	2	6
3.6		allow user to identify or link to facility information (e.g., facility title, address, GIS code, condition)	1, 3.3	3	3	9
3.7		link system to facility information system (not developed yet)	1, 3.3	3	3	9
3.8		allow user to identify related decision package(s) in operating budget	1, 3.3	3	3	9
3.9		allow user to attach documents such as Word, Excel, MS Project, jpg files (same as 12.1)	1.3, 3.3	3	3	9
3.10		allow user to import data (this depends on what will be in the system)	3.1, 3.2, 3.3	3	3	9
3.11		allow user to copy data	1.1, 2.3, 3.2, 3.3	3	3	9
3.12		allow user to provide text comments	1.1, 3.3	3	2	6
3.13		allow user to create detailed narrative and summary narrative	1.1, 3.3	3	3	9
3.14		allow user to create internal comments	1.1, 3.3	3	2	6
3.15		allow user to identify funding source if available	1.1, 3.2, 3.3	3	3	9
3.16		allow user to enter funding amounts for ten years	1.1, 1.2, 2.3, 3.2, 3.3	3	3	9
3.17		allow user to view modified project detail	3.3	2	2	4
3.18		allow user to identify agency activity to project(s) *How do you know what activity version?*	1.1, 3.3	2	2	4
3.19		allow user to change project numbers	3.2, 3.3	3	2	6
3.20		allow user to identify whether project is historic or not (directive 05-05)	1.1, 3.3	3	2	6
3.21		provide user instruction links, i.e. what is a GIS code	A	3	2	6
3.22		allow user to create separate impacts and consequences for different clients, i.e. cities and counties, other state agencies	1.1, 1.2, 3.3	3	2	6
3.23		allow user to create published and non published comments	3.3	3	2	6
3.24		allow user to use "user defined" escalation factors for future biennia, i.e. cost of steel, petroleum	1.2, 5.1	3	2	6
3.25		allow user to input future costs and savings from operating budget	1.1, 3.3	3	2	6
3.26		allow user to identify status of project, i.e. predesign only, minor works, infrastructure (need clarification)	1.1, 3.3	3	2	6
3.27		provide user a flexible form to enter project detail information (C100 does not meet all needs)	1.1, 1.2	3	3	9
3.28		allow user to enter key data and system provides estimated costs	1.2	3	2	6
3.29		allow user to enter proposed project prior to identifying the funding source	1.1, 3.3	3	2	6
3.30		assist user in selecting on valid location options (city must exist in county selected)	1.1, 3.3	3	3	9
3.31		allow entry of multiple funding sources for each project	1.1, 3.2, 3.3	3	3	9
3.32		allow entry of estimated operating costs into future not associated with a decision package	1.1, 3.3	3	2	6
3.33		allow budget user to enter projects directly into budget version	3.2, 3.3	3	2	6
3.34		allow user to update project ID, title, or format	1.1, 3.3	3	3	9
3.35		form must be intuitive for average internet user - minimal training required	1.1, 1.2	3	3	9
3.36		form print must contain data used in current project detail report aka C-2	1.1, 1.2	3	3	9
3.37		form must have the edit capability of Word and/or Excel	1.1, 1.2, 3.2, 3.3	3	2	6

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4		**ACCEPT/REJECT PROJECT REQUEST**				0
4.1		allow user to accept project and project detail into a specific budget request version	3.1	3	2	6
4.2		notify requesting user if proposed project is rejected	3.1	2	2	4
4.3						0
5		**VERSION TRANSFER TABLE**				0
5.1		allow user to identify version where all released data will go	5.1.1	3	3	9
5.2		allow user to identify different versions for different budget types of released data	5.1.1	3	3	9
6		**PRIORITIZE AND ANALYZE PROJECTS**				0
6.1		allow user to view the complete list of projects in priority order	3.2	3	3	9
6.2		allow user to view amounts for ten years	3.2, 3.3	3	3	9
6.3		allow user to view reappropriation amounts (if necessary)	2.3, 3.2, 3.3	3	3	9
6.4		allow user to change amounts in ten-year plan	3.2	3	3	9
6.5		allow user to group projects into one project, creating sub-projects	3.2	3	3	9
6.6		allow user to designate budgeted versus non-budgeted projects *Could this just be moving projects?*	X	3	2	6
6.7		allow user to prioritize both projects and sub-projects	3.2	3	3	9
6.8		allow OFM and legislative users to analyze data at agency level or statewide level	3.2	3	3	9
6.9		allow users to view grants only, preservation only, or program only	3.2	3	2	6
6.10		allow user to sort data by agency, funding source, type (program, preservation, grant), statewide result area, priority	3.2, R	3	2	6
6.11		allow user to present proposed priorities to management	3.2	3	2	6
6.12		allow user the ability to explain method of prioritization	3.2, X	3	2	6
6.13		allow user to enter whole numbers, round to thousands for OFM and the Legislature	1.1, 2.3, 3.2, 3.3	3	2	6
6.14		allow user to view supporting documentation and information during the prioritization process	3.2	3	3	9
6.15		allow user to view supplemental versions as incremental (supplemental data only) or whole budget (regular plus supplemental)	3.2, 3.3	3	2	6
6.16		allow user to identify alternative financing projects	1.1, 3.3	3	2	6
6.17		allow users to delete projects from a version	3.2	3	3	9
6.18		allow users to view projects with or without subproject detail	3.2	3	3	9
6.19		provide a report of potential data issues to the user prior to submittal	4.1, R	3	2	6
6.20		provide flexibility in needed information depending on type of project, i.e. what value does the project detail provide on grants?	1.1, 3.3	3	2	6
6.21		allow multiple concurrent users in a version at the same time i.e. OFM analysts use same version just different agencies	3.2	3	3	9
6.22		allow multiple users to change data in 10 year view without eliminating the other users data i.e. save each line version whold version	3.2	3	2	6
7		**CHANGE PROJECT AMOUNTS**				0
7.1		allow user to move one, many, or all amounts to different biennium in the ten-year plan (budget)	2.3, 3.2	3	3	9

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7.2		allow user to change amounts in a project	1.1, 2.3, 3.2, 3.3	3	3	9
7.3		allow system to optionally maintain only one project amount (If tabs are created, wherever an amount appears, the amount is always consistent	3.2, 3.3	3	2	6
7.4		allow system to optionally change one project amount in one version without affecting all versions	3.2, 3.3	3	3	9
7.5		allow users to change, add, or delete funding sources associated with project amounts	3.2, 3.3	3	3	9
8		**LOCK DATA**				0
8.1		allow users with operations status to lock some or all data	2.1, 2.2	3	2	6
8.2		allow users with operations status to lock versions	2.2	3	3	9
8.3		allow budget operations users to lock specific projects from editing	2.2	3	3	9
9		**DEVELOP SUB-PROJECTS**				0
9.1		allow user to create list of sub-projects (minor works list and grants)	3.2	3	3	9
9.2		allow user to enter detail (see Project detail list) for each sub-project	1.1, 3.3	3	3	9
9.3		allow user to move sub-project to become a project	3.2	3	3	9
9.4		allow user to select multiple projects to become sub-projects	3.2	3	3	9
10		**UPDATE FTE DATA (this needs some process evaluation)**				0
10.1		allow user to enter FTEs at agency level or program level (need to confirm this with Legislature)	3.4	3	2	6
10.2		allow user to enter FTEs at project level	3.4	3	3	9
10.3		allow user to enter amount of FTEs by job class at agency level	3.4	3	3	9
10.4		allow user to enter amount of FTEs by funding source at agency level	3.4	3	3	9
10.4		system edit to ensure FTEs by job class and FTEs by funding source match	3.4	3	3	9
10.5		allow user the same functionality of FTEs as in the current systems	3.4	3	3	9
10.6		allow user to use detailed FTE data from other systems, i.e. HRMS, SPS	3.4	3	2	6
10.7		automatic update of FTE data from project information, i.e. project manager 50%, system updates agency level FTEs	3.4	3	2	6
11		**RELEASE DATA**				0
11.1		allow user to release (submit) one, many, or all projects in a version	4.1	3	3	9
11.2		allow user to release (submit) just FTEs, project detail, project information in a version	4.1	3	2	6
11.3		allow user to receive one, many or all projects in version	4.1	3	3	9
11.4		allow only users with operations status to release	4.1	3	3	9
11.5		generate e-mail if new version is released noting the differences (need to think about this)	4.1	3	2	6
11.6		allow recipient user to view only the released data, e.g. agency has 5 versions, release 1, OFM can only view released version not other 4	4.1	3	2	6
11.7		only allow release of agency budget request to OFM when there are no data critical errors	4.1	3	3	9
11.8		allow release of agency budget request to OFM when data errors have a warning status	4.1	3	3	9
11.9		allow user to specify what version data will be released to (same as 5.1)		3	3	9
11.10		allow OFM user to receive data from LEAP	4.1	3	3	9

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12		**ATTACH DOCUMENTS**				0
12.1		allow user to attach and submit MS Project, Excel, Word, PDF and jpg files	1.3, 3.3	3	2	6
13		**COPY/MERGE VERSIONS**				0
13.1		allow users to copy one version to another	2.3	3	2	6
13.2		allow users to copy one or many projects to a different version	2.3	3	2	6
13.3		allow users to copy one or many projects from one biennium to another	2.3	3	2	6
13.4		allow users to copy FTEs only from one version to another and across biennium	3.2, 3.4	2	2	4
13.5		allow users to copy project detail only from one version to another	2.3	2	2	4
13.6		allow users to copy account (funds) only (if this is needed)	2.3	2	2	4
13.7		allow users to copy one or many agencies to a different version	2.3	3	2	6
13.8		allow users to merge all data from one version to another, including narrative	2.3	3	2	6
13.9		allow users to merge one or many projects from one version to another	2.3	3	2	6
13.10		allow users to merge one or many agencies from one version to another	2.3	3	2	6
13.11		allow projects to move from one agency to another	3.2	2	2	4
14		**GENERAL ADMINISTRATION DEVELOPS RESOURCE PACKAGE FOR PROJECT MANAGEMENT**				0
14.1		allow GA to view all project detail	3.5	3	2	6
14.2		allow GA to update resource project for projects	3.5	2	2	4
14.3		allow GA to export project detail data	3.5	3	2	6
14.4		automatic update of GA resource amount as budget changes	3.5	2	2	4
14.5		allow GA to calculate project manager resource amount dependent on degree of difficulty	3.5	3	2	6
14.6		allow GA to modify fields identified as "sensitivities" for the calculation for project managers	3.5	2	2	4
14.7		allow GA to view statewide projects by project, agency, fund, appropriation	3.5	2	2	4
14.8		allow GA to view, at a minimum, scope, schedule, and cost	3.5	2	2	4
14.9		allow designation of versions to be available for GA view	3.5	3	2	6
15		**BALANCING FUNDS**				0
15.1		allow user to set funding levels for funds	3.6	3	2	6
15.2		allow user to view budget by fund (same as 2.4)	3.6	3	3	9
15.3		allow user to view variances between revenue and expenditures	3.6	2	2	4
15.4		allow user to fund balance for 10 years	3.6	2	2	4
16		**CREATE BUDGET DOCUMENTS**				0
16.1		allow user to create budget documents to submit to OFM (Ten year plan aka C1, Project summary data aka C2, Minor Works List, Capital FTE Summary)	4.2	3	3	9
16.2		allow user to create Governor's budget documents (BudPub system)	4.2	3	3	9
16.3		allow user to create bill (billbuild or leg system)	4.2	3	2	6

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16.4		allow user to only submit electronic budget version that matches hard-copy budget version *(Is this even possible?)*	4.2	3	3	9
16.5		allow user to press one button and budget document is formatted and ready to send to OFM	4.2	3	2	6
16.6		allow user to create budget documents in Word, PDF, or save to CD	4.2	3	2	6
16.7		allow user to create additional budget document forms for submittal to OFM	4.2	3	2	6
17						0
17.1						0
18		**OFM DEVELOPS ENACTED BUDGET**				0
18.1		allow user to create enacted budget	2.1, 2.3	3	2	6
18.2		allow user to enter vetoes and lapses	3.2	3	2	6
18.3		allow agency user to recast ten-year plan if necessary	3.2	3	3	9
18.4		allow user to view ten-year plan with vetos or lapses (contingent on another bill)	3.2	3	3	9
19		**OTHERS**				0
19.1		allow users with operations status to update tables (inflation rate, base month)	5.1	3	3	9
19.2		allow users to view supplemental budgets as an incremental change or as a total budget (same as 6.15)		3	2	6
19.3		allow OFM user to modify building standards	5.1	3	2	6
19.4		allow OFM user the ability to change inflation rates	5.1	3	2	6
19.5		allow user to add comments to specific fields, i.e. assumptions made on MACC	1.1, 3.3	3	3	9
19.6		allow user to track capital project numbers throughout their life-cycle when funded across biennia, i.e. predesign through construction	X	3	3	9
19.7		allow only one identifier for a capital project	2.3, 3.2	3	2	6
19.8		allow sharing of data in common, agreed-upon format from agency through legislature	A	3	2	6
19.9		must include all data elements needed to make decisions	1.1, 1.2, 3.2, 3.3	3	3	9
19.10		allow user to maintain different types of text, i.e. proviso language, published document language	1.1, 1.2, 3.2, 3.3	3	2	6
19.11		allow agency to enter at agency level or program level (includes minor work projects)	1.1, 1.2, 3.2, 3.3	3	3	9
19.12		allow user to enter "other legislation" with the capital appropriations	1.1, 1.2, 3.2, 3.3	2	2	4
19.13		allow user to identify unused bond authority (need to discuss this with LEAP)	3.6, R	2	2	4
19.14		allow user to provide data to other systems, i.e. TALS for allotments	X	3	2	6
19.15		allow separate/easier process for user with pass-through grants	1.1, 3.3	3	2	6
19.16		allow more types of alternative financing options (need to clarify this one)	X	2	2	4
19.17		allow data to be entered once, no re-keying data	A	3	3	9
19.18		allow user to know what's final version for regular, supplemental 1, supplemental 2	2.1	3	3	9
19.19		provide Treasurer access to assumptions (needs clarification)	X	2	1	2
19.20		provide user cost standards, i.e. average cost per sq ft of a classroom	5.1	2	2	4
19.21		allow user to insert formatting in text fields, i.e. bullets, indents	1.1, 3.3	3	3	9

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19.22		allow user to identify misspelled words immediately	1.1, 3.3	3	3	9
19.23		allow user to modify base month for starting project	1.1, 3.3	2	2	4
19.24		demonstrate business workflow for ease of use (prompt for proper sequential steps)	W	2	1	2
19.25		allow user to enter maintenance backlog *(could just be a version)*	3.2	3	3	9
19.26		allow user to designate energy expenditures	1.1, 3.3	2	2	4
19.27		allow user to identify who changed project last	X	3	2	6
19.28		allow user to provide data currently needed on the "Expected Use of Bond/COP Proceeds" form	1.1, 3.3	3	2	6
19.29		allow the Office of the Treasurer access to needed information TBD	X	2	1	2
19.30		allow Office of the Treasure to update needed data currently on the "Expected Use of Bond/COP Proceeds" form	5.1.6	2	1	2
19.31		allow user to enter estimated revenue	3.6	3	2	6
19.32		allow user to see estimated balance with revenue estimates and project requests	3.6	3	2	6
19.33		allow OFM user to release enacted version to agency	4.1	3	3	9
20		**REPORTS**				0
20.1		allow user to compare up to four versions	R	3	2	6
20.2		allow user to view projects by location on map (legislative map using GIS codes)	R	2	2	4
20.3		allow user to export data to Excel	3.2	3	3	9
20.4		allow user to view projects and totals for each statewide result area	R	3	2	6
20.5		allow user to compare total project amounts by functional area such as education and natural resources	R	2	2	4
20.6		allow user to view graphically the total amounts by functional area: education, natural resources from the whole budget (pie chart)	R	2	2	4
20.7		allow user to compare budget versions by preservation, program, or grants	R	3	2	6
20.8		allow user to view projects and totals for each statewide result area graphically (pie chart)	R	2	2	4
20.9		allow user to view supporting documentation on reports	R	3	3	9
20.10		allow user to include supporting documentation on presentation materials	3.2, R	3	3	9
20.11		allow user to view summary information, i.e. all projects, amounts, sq ft	R	3	3	9
20.12		all users view the same data and reports	R	3	3	9
20.13		allow user to report projects by agency and priority	3.2, R	3	3	9
21		**TECHNICAL**				0
21.1		allow user to view help links	A	3	2	6
21.2		allow user to access glossary of terms	A	3	2	6
21.3		use comparable architecture and user interfaces as other Budget & Allotment Support Systems (BASS Systems) for user consistency	A	3	3	9
21.4		provide a user interface that adequately describes and prompts proper field use	A	3	2	6
22		**SECURITY**				0
22.1		allow users with "operations" status to delete versions, unless released to OFM or Legislature (same as 1.4)		3	3	9

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22.2		allow users with "operations" status to create versions	5.2	3	3	9
22.3		allow agency users with "operations" status to release data to OFM	5.2	3	3	9
22.4		allow OFM users with "operations" status to release data to Legislature	5.2	3	3	9
22.5		allow different permissions for different types of users, i.e. power user, modify only, read only	5.2	3	3	9
23		**SYSTEM**				0
23.1		ensure any new components or development meet accessibility requirements as defined by DIS	A	3	2	6
23.2		allow access via the Internet	A	3	3	9
23.3		ensure system architecture conforms to OFM architecture standards	A	3	3	9
23.4		be available to users without a need to download or install on the users workstation (thin-client)	A	3	2	6
23.5		meet OFM securlty standards	A	3	3	9
23.6		process data transactions without system time-outs and within specified limits (<500 projects/subprojects in all agency versions < 30 seconds, >100 projects/subprojects in all agency versions < 2 minutes)	A	3	3	9
		A= All, R= Reports, X= Not tied to conceptual design, W= Workflow				